RECORDING TROUBLESHOOTING

Use this guide if you are having troubles getting your microphone to record. Please note, there is no guide to do this available for Apple machines, such as computers using MacOS X or better.

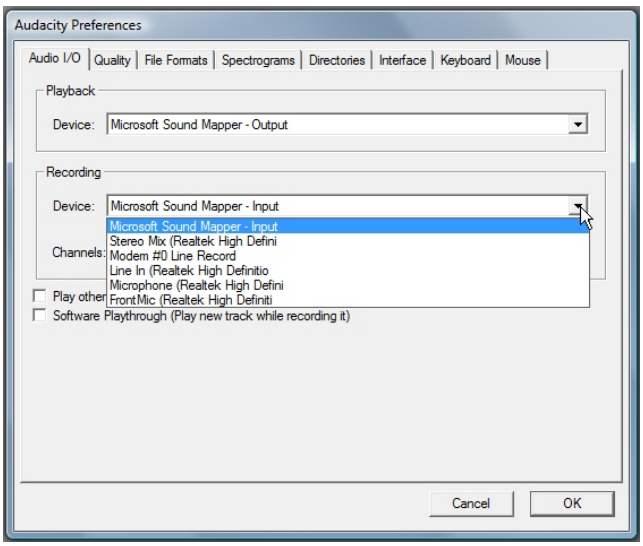
IN THE EVENT THIS TROUBLESHOOTING GUIDE DOES NOT SOLVE THE PROBLEM, PLEASE FEEL FREE TO CONTACT MR. WINDSOR. HIS CONTACT INFORMATION IS LISTED AT THE END OF THIS GUIDE.

ADJUST THE SET UP OF AUDACITY

Near the top of the Audacity screen there is a toolbar called the "Mixer Toolbar" that looks as shown. The drop-down menu on the right side may list the various recording devices plugged into your computer. Try choosing the microphone you wish to use there.

IF THAT DOESN'T WORK, ADJUST THE AUDACITY PREFERENCES

1. Under the "Edit" menu, choose "Preferences…"
2. Under the "Audio I/O" Tab, i n the "Recording" section, there is a drop-down list labeled "Devices". This is shown in the image to the right.Try locating your microphone in that list. Then click "OK".



IF THAT DOESN'T WORK, TRY WORKING WITH YOUR COMPUTER'S SOUND SETTINGS AS SHOWN ON THE NEXT PAGE. IF THAT STILL DOESN'T WORK, FEEL FREE TO EMAIL MR. WINDSOR AT jwindsor@redeemer.ab.ca, QUOTING PASSCODE "MACHIAVELLI". IF YOU DON'T USE THIS PASSCODE, MR. WINDSOR WILL KNOW THAT YOU DIDN'T REALLY TRY THIS GUIDE OUT, AND WILL SIMPLY TELL YOU TO TRY IT STEP BY STEP.

IF YOU CALL HIM, AND HE ASKS YOU THE PASSCODE, AND YOU DO NOT KNOW IT, HE WILL JUST TELL YOU TO USE THIS GUIDE, AND EMAIL HIM IF IT DOESN'T HELP. PLEASE DO NOT CALL HIM UNTIL YOU HAVE EXHAUSTED ALL OTHER POSSIBILITIES.

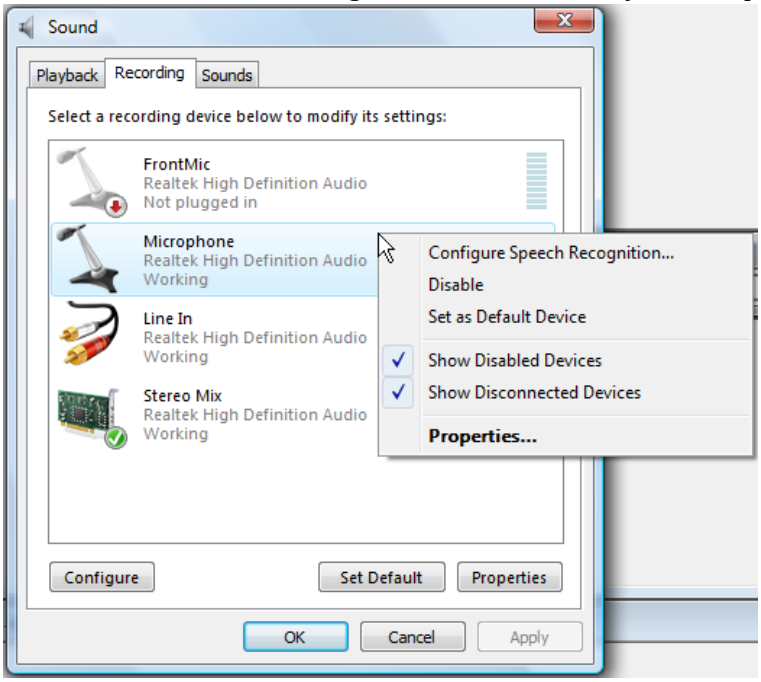
CONTINUED ON THE FOLLOWING PAGE…

ADJUSTING YOUR COMPUTER'S SOUND SETTINGS

SOUND SETTINGS FOR WINDOWS VISTA AND WINDOWS 7

1. Locate the Megaphone icon in your computer's System Tray at the bottom right corner of your screen as shown to the right.
2. Right-click on that Megaphone icon, then click on "Recording Devices", as shown.

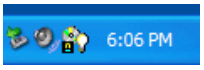
3. The Recording Devices dialog will open. Right-click somewhere in that dialog, and make sure that "Show Disabled Devices" and "Show Disconnected Devices" are checked, as shown below. This will ensure that all recording devices available on your computer are shown.



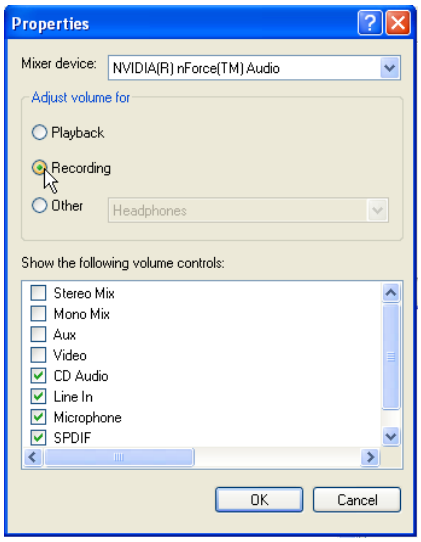
4. At this stage you may need to do some experimenting. Try right-clicking on the device you want to record with, and choosing "Enable". Sometimes it is necessary to "Disable" another device you don't want to use. You can also try "Set as Default Device" with your recording device of choice. Some experimentation here should yield results.

   Avoid working with "Properties…", as changing settings in here can make your system unstable.

SOUND SETTINGS FOR WINDOWS XP OR EARLIER



1. Locate the Megaphone icon in your computer's System Tray at the bottom right corner of your screen as shown, and double-click it. The Volume Control Mixer will appear.
2. Under the "Options" menu, choose "Properties".
3. Choose the "Recording" option in the "Adjust Volume for" section, as shown to the left. Then ensure all the available volume controls are checked, and click "OK".



4. Find the mixer slider for the microphone you wish to use, and check the "Select" checkbox as shown below. Then crank the microphone mixer to full volume.

   Note if you have more than one microphone plugged into your computer, you may need to experiment to determine which slider belongs to the one you want.